



# Course Syllabus

## Business Spreadsheets

CGS 2518 / 85285 / Fall 2026

Credit Hours: 3

Pre-requisites/Co-requisites: CGS 1570 Microcomputer Applications

## Contact Information

### Instructor

Kim Allan  
Professor, Business & Technology  
[KAllan@GulfCoast.Edu](mailto:KAllan@GulfCoast.Edu)  
(850) 769-1551

Charles Hilton Center, Room 203  
Response within 24-48 hrs Monday through Thursday

Office Hours	
Monday	9:00 a.m. - 9:30 a.m.
Tuesday	9:30 a.m. - 12:00 p.m. // 2:00 p.m. - 4:00 p.m.
Wednesday	9:00 a.m. - 9:30 a.m. // 1:30 p.m. - 4:00 p.m.
Thursday	9:30 a.m. - 11:30 a.m.

### Division Chair

*Melanie Boyd*  
Division Chair, Business & Technology  
[MBoyd@GulfCoast.Edu](mailto:MBoyd@GulfCoast.Edu)  
(850) 872-3839

### Division Administrative Assistant

*Marisa Weiman*  
Academic Program Specialist  
[MWeiman@GulfCoast.Edu](mailto:MWeiman@GulfCoast.Edu)  
(850) 769-1551 ext. 3875

## Course Information

### Catalog Description:

This course provides an in-depth study of spreadsheets utilizing a problem-solving approach. Spreadsheet-based solutions are explored for common business tasks and problems. The course presents a thorough coverage of spreadsheet functions and tools along with a deep understanding of their purpose in a business environment.

### Student Learning Outcomes:

Upon successful completion of this course, you will be able to:

- **CLO1.** Develop and apply advanced Excel calculations and data analysis using formulas and functions, applying logical reasoning, statistical methods, and predictive tools to solve problems.
  - All Chapter 3 MLOs.
- **CLO2.** Design, create, and modify a variety of charts and visual elements in Excel to effectively illustrate data relationships.
  - All Chapter 4 MLOs.
- **CLO3.** Analyze, synthesize, and apply advanced Excel techniques to efficiently manage, integrate, and visualize data across multiple workbooks and worksheets, employing tools such as sorting, referencing, and dashboard creation to generate dynamic and interactive reports that support data-driven decision-making.
  - All Chapter 5 MLOs.
  - All Chapter 6 MLOs.
- **CLO4.** Analyze and synthesize data using PivotTables and advanced Excel functions, applying logical reasoning, statistical calculations, and interactive tools to organize, summarize, and visualize information for enhanced decision-making and reporting.
  - All Chapter 7 MLOs.
- **CLO5.** Analyze, apply, and evaluate various what-if analysis techniques utilizing tools such as data tables, Scenario Manager, and Solver to make data-driven decisions, optimize solutions, and assess the impact of different variables on business outcomes.
  - All Chapter 8 MLOs.
- **CLO6.** Apply advanced Excel financial functions and tools to analyze, evaluate, and interpret complex financial data, enabling informed decision-making by creating models for loans, investments, and business performance.
  - All Chapter 9 MLOs.
- **CLO7.** Apply advanced Excel tools, including business intelligence features and PivotTables, to retrieve, refine, and analyze data; manage complex data models;

and construct dynamic visualizations, enabling trend analysis, forecasting, and actionable business insights.

- All Chapter 10 MLOs.
- All Chapter 11 MLOs.
- **CLO8.** Design and develop secure, interactive Excel applications by incorporating visual enhancements, ensuring data integrity, and automating processes through macros and Developer tools.
  - All Chapter 12 MLOs.

#### Course Materials & Resources:

Textbook: New Perspectives Microsoft Office 365 Excel 2019 Comprehensive

Author: Patrick Carey

Publisher: Cengage Publishing

Copyright: 2020

**Students are required to have the eTextbook and the online component, MindTap, for this course.**

**It is strongly suggested that you purchase the rental printed textbook for this course as it will making moving through the assignments much easier to follow.**

### How to Register for MindTap in Canvas

#### Course Materials: Cengage Purchase Options

##### **Cengage Unlimited**

ISBN: 978-0-357-70000-6

Cengage Unlimited subscription gives you access to the entire library of eTextbooks, all online learning platforms, plus at least four FREE hardcopy textbook rentals (you just pay the shipping per textbook) for a flat price.

1 term (4 months) subscription @ \$169.99

2 terms (12 months) subscription @ \$244.99

#### Course Materials: Where to Purchase Your Textbook

Once you have obtained your course materials

[Click HERE to REGISTER and ACCESS MindTap Fall 2026](#)

Everything You Need to Know about Registering / Using Cengage and MindTap

[Cengage Registration and MindTap How To Use](#)

## Course Materials: Registering and Using MindTap

### [Using Your Cengage eTextbook](#)

## Course Materials: Cengage Technical Support

This course utilizes the MindTap online component. As you work through the course if you have any technical difficulties accessing or using this online component you should contact the Cengage Technical Support team directly as the GCSC Help Desk is unable to assist with this online component tool. If you are having issues, first:

1. Do a system check (by clicking on the question mark in the top right-hand corner and selecting system check).
2. Clear browsing history, cookies, and caches.

If this does not resolve your issue, then:

Go to [Cengage Support](#). to create a ticket, then call 1-800-354-9706.

## Delivery Method:

This is a web-based course. All online courses at GCSC utilize the Canvas Learning System. Students should read all information presented in the Canvas course site and should periodically check for updates -- at least every 48 hours. **Reminder:** This course is not one in which students may work at their own pace. Each week, there are learning modules, assignments, online lectures, online discussions, and/or online exams with due dates. Refer to the schedule within the syllabus for more information.

## Communication & Feedback

In this course, communication and feedback will occur through various channels, including GCSC email, Canvas Inbox, Canvas Announcements, Canvas Discussions, Microsoft Teams or Zoom, assignment feedback, and instructor office hours. Review the statements below so that you understand the expectations for communication.

## Student Expectations

As a student at Gulf Coast State College, you are expected to:

- **Adhere to Course Guidelines:** Follow the guidelines detailed in the course syllabus, along with any additional instructions provided by the instructor. This includes understanding and complying with the course objectives, grading criteria, and academic policies.

- **Maintain Regular Contact:** Keep in touch with your instructor and classmates via your GCSC email or other designated communication channels. Regular contact helps clarify doubts, share ideas, and foster a collaborative learning environment.
- **Active Participation:** Engage actively in class discussions and submit assignments on time. Your active participation is crucial for your academic success and contributes to a vibrant learning community.
- **Student Exchange:** On the course Home page, you will find an Open Discussion forum (Student Exchange) for peer-to-peer communication. This space allows you to post questions to classmates, share insights from your experience, and contribute helpful information related to course content. Active participation is encouraged to support collaborative learning.

### Instructor's Communication Plan

As your instructor, my commitment to you is to:

- **Provide Timely Feedback:** I will review and provide feedback on your assignments and submissions within one week of the assignment due date. My goal is to help you understand your strengths and areas for improvement, which is crucial for your academic growth.
- **Respond Via Canvas Inbox:** I will respond to your emails or messages within 24-48 hours (Monday through Thursday), unless otherwise noted. I understand the importance of clear and timely communication in addressing your questions and concerns. Please email through the Canvas Class email.
- **Post Regular Announcements:** To keep you updated and help you manage your time effectively; I will send out reminders via announcements. These reminders will include important dates, upcoming assignments, and any changes to the course schedule.
- **Maintain Weekly Office Hours:** I will maintain regular weekly office hours, but I can also be available by appointment. This is to ensure I'm available for any questions or concerns that may come up during the week. As an alternative, I also provide weekly online office hours and am available to meet via Zoom sessions as needed.
- **Ask the Instructor:** On the course Home page, you will find an Open Discussion forum (Ask the Instructor) that is visible to all students. This space is intended for posting course-related questions directly to the instructor. It serves as an additional communication channel to support your understanding of course content and provide clarification on assignments, expectations, or procedures. Students are encouraged to review posted questions and responses as a shared learning resource.

### Assignment Feedback

Practice Labs, Graded assignments, and Exams are assessed through MindTap, an online platform, that automatically grades the assignment and provides instant feedback. This

immediate feedback is crucial for your progress in the course, as it allows you to quickly identify and correct mistakes. By carefully reviewing the feedback, you can adjust your approach to tasks, improving your performance and preventing recurring errors.

If you have any questions about the feedback or how an assignment has been graded, do not hesitate to contact me via email, phone, or during office hours.

## Use of AI Tools

### Artificial Intelligence

---

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

Generative AI Use with Permission and Disclosure: Students may use basic assistive technologies for spelling, grammar, and formatting (e.g., PaperRater or SpellCheckPlus). Generative AI tools (e.g., ChatGPT, Copilot, Grammarly's AI function, etc.) **may also be used for classes and/or assignments where instructors have given explicit permission. Students must clearly disclose and properly cite any AI-generated content used in their work**, following course guidelines. Students are permitted to use AI only in the manner and means described by the instructor. Unacknowledged or unauthorized AI use will be treated as a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college's academic integrity policy.

#### [How to Cite AI Generated Content Using APA Format.](#)

AI tools can provide excellent study options on topics within the course.

While AI tools may be used to refine grammar and mechanics, they **should not be used to generate content for assignments**. Misuse of AI may be considered academic dishonesty.



## Course Schedule

Module	DATES	TOPIC	Practice Labs	ASSIGNMENTS / E
1	08/17 - 08/23	Orientation / Introduction	<ul style="list-style-type: none"> <li>• Excel Module 1 Textbook Project</li> <li>• Excel Module 1 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>• Class Video Intr</li> </ul>
		**If needed, complete the CH01 refresher activities (not graded)**		
2	08/24 - 08/30	CH02: Formatting Workbook Text and Data	<ul style="list-style-type: none"> <li>• Excel Module 2 Textbook Project</li> <li>• Excel Module 2 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 2</li> <li>• Excel Module 2</li> </ul>
3	08/31 - 09/06	CH03: Performing Calculations with Formulas and Functions	<ul style="list-style-type: none"> <li>• Excel Module 3 Textbook Project</li> <li>• Excel Module 3 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 3</li> <li>• Excel Module 3</li> </ul>
4	09/07 - 09/13 Monday, Labor Day 09/07	CH04: Analyzing and Charting Financial Data	<ul style="list-style-type: none"> <li>• Excel Module 4 Textbook Project</li> <li>• Excel Module 4 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 4</li> <li>• Excel Module 4</li> </ul>
5	09/14 - 09/20	First Exam	<ul style="list-style-type: none"> <li>• Review previous Modules</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Capstone Proje</b> (Opens 09/1</li> </ul>
6	09/21 - 09/27	CH05: Generating Reports from Multiple Worksheets and Workbooks	<ul style="list-style-type: none"> <li>• Excel Module 5 Textbook Project</li> <li>• Excel Module 5 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 5</li> <li>• Excel Module 5</li> </ul>
7	09/28 - 10/04	CH06: Managing Data with Data Tools	<ul style="list-style-type: none"> <li>• Excel Module 6 Textbook Project</li> <li>• Excel Module 6 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Module 6</li> <li>• Excel Module 6</li> </ul>

8	10/05 - 10/11 Fall Break Thurs & Fri 10/08-10/09	CH07: Summarizing Data with PivotTables	<ul style="list-style-type: none"> <li>Excel Module 7 Textbook Project</li> <li>Excel Module 7 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>Excel Module 7</li> <li>Excel Module 7</li> </ul>
9	10/12 - 10/18	CH08: Performing What-If Analysis	<ul style="list-style-type: none"> <li>Excel Module 8 Textbook Project</li> <li>Excel Module 8 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>Excel Module 8</li> <li>Excel Module 8</li> </ul>
10	10/19 - 10/25	Second Exam	<ul style="list-style-type: none"> <li>Review previous Modules</li> </ul>	<ul style="list-style-type: none"> <li>Capstone Project (Opens 10/1)</li> </ul>
11	10/26 - 11/01	CH09: Exploring Financial Tools and Functions	<ul style="list-style-type: none"> <li>Excel Module 9 Textbook Project</li> <li>Excel Module 9 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>Excel Module 9</li> <li>Excel Module 9</li> </ul>
12	11/02 - 11/08	CH10: Analyzing Data with Business Intelligence Tools	<ul style="list-style-type: none"> <li>Excel Module 10 Textbook Project</li> <li>Excel Module 10 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>Excel Module 10</li> <li>B</li> <li>Excel Module 10</li> </ul>
13	11/09 - 11/15 Wednesday, Veteran's Day	CH11: Exploring PivotTable Design	<ul style="list-style-type: none"> <li>Excel Module 11 Textbook Project</li> <li>Excel Module 11 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>Excel Module 11</li> <li>B</li> <li>Excel Module 11</li> </ul>
14	11/16 - 11/22	CH12: Developing an Excel Application	<ul style="list-style-type: none"> <li>Excel Module 12 Textbook Project</li> <li>Excel Module 12 End of Module Project 1</li> </ul>	<ul style="list-style-type: none"> <li>Excel Module 12</li> <li>B</li> <li>Excel Module 12</li> </ul>
	11/23 - 11/29	No Assignments	<b>!! THANKSGIVING BREAK !!</b>	
15	11/30 - 12/07	Last Exam	<ul style="list-style-type: none"> <li>Review previous Modules</li> </ul>	<ul style="list-style-type: none"> <li>Capstone Project (Opens 11/2)</li> </ul>

## Grading

GCSC Grading Scale

**GRADING SCALE**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

## Calculation of Grades

CATEGORY	% OF GRADE
Practice Labs (Textbook Projects, SAM Training, End of Module Projects)	0%
Graded Assignments: SAM Projects and SAM Exams)	60%
Capstone Exams	40%

## Assessment Instruments

This online course is designed for independent engagement with eText material, supported by my role as your facilitator. Please reach out with any questions or if you need clarification on course topics—it's important to take the initiative to ensure your understanding.

This course uses Canvas and the MindTap online companion site, which accompanies the Cengage eText. Activities include Practice Labs (Textbook Projects and End-of-Module Projects), Graded Projects (SAM Projects and SAM Exams [quizzes]), and additional graded Exams. All activities are accessible via deep links in Canvas, which redirect you to MindTap for completion.

## Practice Labs

**Percent of Grade:** 0%

These activities are to provide you with an opportunity to practice and apply skills linked to the chapter learning objectives prior to the completion of graded activities.

Two primary types of Practice Labs are:

1. **SAM Textbook Projects:** This is the chapter content. These projects consist of step-by-step computer applications content guiding students through chapter topic and learning objectives. Each project enables students to practice and apply Excel skills in real-world scenarios.
2. **End of Module Projects:** These projects, based on case problems, help reinforce comprehension of the topics and learning objectives covered in the chapter, providing brief, drill-type activities.

There are also **SAM Training** activities that provide interactive, online exercises within the Cengage Skills Assessment Manager (SAM) designed to teach skills with gradual progression in difficulty. You actively work on real Excel spreadsheets to apply what you have learned and get immediate feedback on your actions.

- You will have three attempts on each of these activities.

## Graded Activities

**Percent of Grade:** 60%

These activities assess your ability to demonstrate your knowledge and understanding of the learning objectives.

**Grade Policy:** The lowest grade will be dropped.

Two types of Graded Activities are:

1. **SAM Exams** provide students with skills in various modes that support different learning styles allowing completion of specific skills in a simulation environment.
  - You will have three attempts on each SAM Exam.
2. **SAM Projects** allow students to complete rigorous projects applying skills and learning objectives based on real-world scenarios.
  - You will have one attempt to complete each SAM Project.

## Quizzes

**Percent of Grade:** 20%

**Grade Policy:** The lowest grade will be dropped.

Quizzes are individual, timed assessments designed to reinforce your understanding of course material. Each quiz consists of a combination of true/false, multiple-choice, and fill-in-the-blank questions and is accessible through Canvas.

Multiple Attempts: You may take each quiz multiple times, with your highest score recorded. Use this opportunity to review the material and improve your understanding.

## Capstone Exams

**Percent of Grade:** 40%

Capstones allow you to utilize critical thinking skills and demonstrate your proficiency across multiple learning objectives.

**Capstone Projects** assess students on the skills and learning objectives across multiple chapters engaging critical thinking skills to complete real-world business scenarios.

- You will have one attempt to complete each Capstone Project.

## Course Policies

### Accessibility Statement

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. Please visit [GCSC's Student Accessibility Resource \(SAR\) webpage](#) to learn more. For information regarding the registration process, email [sar@gulfcoast.edu](mailto:sar@gulfcoast.edu) or call 850-747-3243.

### Attendance Policy

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

You are expected to know the instructor's specific attendance policy, as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. Your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

### Withdrawal Policy

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals---student and administrative.

- *Student Withdrawal (W1)* - Students wishing to withdraw must complete the online Student Withdrawal Form before the scheduled withdrawal deadline as published in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.
- *Administrative Withdrawal (W2)* - A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

## Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment. GCSC professors report every instance of student academic misconduct to the college for inclusion on the student's records.

Most course syllabi include an academic honesty policy and the consequences for violating this policy. Familiarize yourself with course policies regarding authorized or unauthorized use of AI to avoid the pitfalls of academic dishonesty.

The following definitions will apply:

### "Cheating"

includes but is not limited to use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the College's faculty.

### "Plagiarism"

includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment as well as the purchase of papers or projects. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructor's guidelines of AI material.

### "Self-plagiarism"

occurs when a student submits the same or considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in

Religion they originally wrote for an English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

### "Generative Artificial Intelligence (AI)"

is technology that uses machine learning to create new content, such as text, images or code, based on user input. These systems are trained on vast amounts of data, including large language models and image or code generators. Common examples include ChatGPT, GitHub, Copilot, Google Gemini, Perplexity, and the Grammarly AI function. Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or 0) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

### Classroom Recording

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.

### Anti-Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Amanda Reed, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-769-1551, ext. 3516. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

### Syllabus Policy

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement when changes are made in the requirements and/or grading of the course.

## Student Support Resources

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the academic and student support resources provided at GCSC on the [Student Services web page](#).

### Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- **Computer:** Up-to-date web browser that supports the Canvas learning management system; please refer to the system requirements for compatibility and information on using the Canvas app on mobile devices.
- **Internet Speed:** Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.
- **Office 365 software:** Available for free download through GCSC Information Technology Services (ITS).

If you need technical support, contact the ITS Help Desk, available 24/7 at (850) 913-3303.